

SCVR Minutes
September 10, 2007
Hilton Suites at Lexington Green
Lexington, KY

Members Present

Ralph Clark, Lisa Durham, Mike Fogle, Lee Gordon, Doris Haney, Dana Haugsted, Ann Holstein, Nancy Hunter, Martina Netherton, John Riesenbergl, Mike Sanders, Terry Shockley, Vicki Staggs, Judith Swim, and Juanita Westerfield

Members Absent

Tammy Allen, Joseph Carrico, John Jones, Ann Mullins, and Teresa Winkler

Staff Present

David Beach, Sherri Greer, Holly Hendricks, Dave Matheis, Barry Newill, Nanci Shelden, and Greg Willett

Guests Present

Tom King, Judy Gooch, Caroline Roll, and Lindsey Goins; Interpreters

Lee Gordon welcomed everyone to the Council and introductions were made.

Executive Director Report & Agency Issues

Ralph announced the following staff changes: Sherri Greer has assumed the position of Deputy Executive Director while maintaining her position as Director of Program Services; Allison was named Assistant Director for Program Services; David Beach was named Program Administrator, filling Allison's vacant position. Ralph provided a few updates about agency activities. The Office of Vocational Rehabilitation (OVR) is in the very early stages of developing the biennial budget required by law. It is a two-year spending plan. Mindy Yates, Mary Sue Goins and Linda Weber are handling that difficult process. It also allows the agency to ask for additional funding. Mindy will explain the details at the December meeting. If Council members have suggestions for additional funding, they should let Executive Committee know. The process will also allow OVR to establish a new personnel cap as well and the agency is asking for 25 new positions. The agency will be asking SCVR to support its initiatives. Ralph said he has gotten great feedback on the newsletter. It will help communication with staff, the Council, and all other outside entities. Any feedback from Council members should be directed to Nanci Shelden. The agency applied for two federal grants over the summer. Its application under the Migrant and Seasonal Farm Workers program was approved. It is a 5-year grant for about \$200,000 per year. Allison, Holly, Dave, and Karen Cinnamond from the Kentucky Business Leadership Network (KYBLN) wrote the grant. It was very competitive and only four applications were funded nationwide. A second grant was submitted for transition services for students in high school to work and Ralph

was hopeful that OVR would get this one as well. He informed the Council that major changes in transition services will be coming with the reauthorization of the Rehabilitation Act. OVR is piloting with Wright State University on a screening tool to use with applicants to help identify potential issues with substance abuse. This will help staff identify consumers with such problems earlier in the process. Ralph informed the Council that there will be an increasing need to coordinate services with the Veterans Administration due to the potential overwhelming number of soldiers returning from Iraq. We hope to have a Memorandum of Agreement with the VA in the next six to eight months. Ralph asked the Program Planning and Policy Committee to review the proposed new fee schedule for Supported Employment services. Ralph also asked that committee to review the proposed Pepper Spray Policy at the Carl D. Perkins Vocational Training Center. The policy is also being reviewed by Cabinet attorneys. Sherri will attend the Public Awareness Committee to discuss how local OVR staff promotes the program. Ralph announced that five new Council members had been appointed. Three members were re-appointed.

The Council broke up for Committee meetings. After the Committee meetings, Donna Osburn provided a presentation on Social Security Benefits Counseling and it was well received.

The Council broke for lunch at 11:50a.m.

Karen Cinnamond from the Kentucky Business Leadership Network (KYBLN) provided a presentation on the KYBLN's mentoring efforts, including activities planned around National Mentoring Day on October 16th.

Lee Gordon called the business part of the meeting together at 1:46 p.m.

Motion to approve June 11, 2007 minutes

Motion to approve June 11, 2007 minutes made by Terry Shockley, seconded by John Riesenbergh. Motion carried unanimously.

Chair Report

Lee Gordon provided the chair report. He mentioned the recent appointments that Ralph had previously announced. He said that he helped with the writing of the Transition Grant. Lee announced that the Commission for Children with Special Health Care Needs was having its first annual conference in Louisville later in the week. OVR will have an exhibit booth and staff will be attending and presenting as well.

Staff Report

Dave Matheis provided the SCVR staff report. He referred to the document listed in the SCVR packets. The focus groups the Council requested have begun. Holly Hendricks has been working on this project. The Human Development Institute (HDI) at the University of Kentucky is facilitating the focus groups which

are intended for individuals for disabilities whose cases who have been closed as unsuccessful. He referred to the committee membership list on page 81 of the book and asked Council members who were inadvertently left off to tell Nanci Shelden what committee they wanted to be on. Dave asked the Council members to select biographies for the newsletter. Dave announced that Lisa Durham will be leaving the Council because she was moving out of state.

CAP Report

Vicki Staggs provided the CAP report. The agency had closed over 100 cases during the fiscal year. This is a large number of cases. They attempt to resolve them as quickly as possible. CAP receives a good number of telephone calls wanting information about VR and makes many referrals to OVR.

SILC Report

Martina Netherton provided the SILC report. She announced that the SILC had approved the Statewide Independent Living Plan and has been submitted it to OVR and OFB for their approval. The statewide independent living conference was held in Lexington at the Embassy Suites in August and about 150 people were in attendance. The SILC would be meeting on September 11 to critique the conference. They are still waiting on appointments. Ralph assured Martina the appointments will be made soon.

Executive Committee

Lee Gordon submitted the Executive committee report. He reviewed the information on mentoring programs in other states that came from the RehabNet request. Existing programs targeted youth, individuals with mental health issues, individuals with hearing impairments, assistive technology users, and the blind and the visually impaired. The Committee will look at the mentoring information further and may make recommendation at the next Council meeting. Future training topics were discussed and the Committee suggested ethics training for Council members and a training on transition services for the December meeting. The ethics training will be particularly appropriate since new members will be attending the next meeting. Juanita Westerfield made a motion to have ethics and transition training at the December meeting and Terry Shockley seconded. Motion carried unanimously. The following recommendations were offered by the Executive Committee in its report:

1. **The Public Awareness Committee should develop formal criteria for the Employer Recognition Awards for next year.**
2. **As Council chair, Lee should be supported by the agency in attending the fall conference of the Council of State Administrators for Vocational Rehabilitation in San Antonio in October.**

Motion was made to accept the Committee's report and its recommendations by Nancy Hunter and seconded by Dana Haugsted. The motion passed unanimously. Lee reported that the Executive Committee was looking into having a joint meeting with SILC sometime within the next year.

Policy and Planning Committee

Terry Shockley reported for the Policy and Planning Committee. The Committee reviewed the information provide by staff on CARF Accreditation. Seventeen state VR agency require CARF accreditation and six do not. The Committee recognized the need to maintain quality services. The proposed new supported employment policy and fee was discussed. The new policy and fee involved Community-Based Work Transition Program (CBWTP) students that require supported employment services when they leave school. The third item the Committee addressed was the proposed pepper spray policy at the center. The intent was certainly to protect the consumers and staff at the center. It was intended to be used for protection against intruders and not for use on the consumers, etc but for intruders. The Cabinet attorneys were currently reviewing the proposed policy. The upcoming Visioning Forums were discussed in the Committee meeting. The following recommendations were offered by the Policy and Planning Committee in its report:

1. **The agency should assess the need for accreditation annually.**
2. **The Council should support the new supported employment policy and fee as written.**
3. **The Council should approve the proposed pepper spray procedures at the Carl D. Perkins Vocational Training Center with additional administrative staff authorized and trained in pepper spray use so there is someone able to use it on all shifts.**
4. **The Council should recommend that security personnel be added to day shift.**
5. **The staff should recommend locations for the Visioning Forums at the December meeting with a switch from Florence to Covington with the Rehab Center being opened to the public.**

Motion was made to accept the Policy and Planning Committee's report and its recommendations by Juanita Westerfield and seconded by Ann Holstein. There was some discussion of the pepper spray policy. **The motion passed unanimously.**

Consumer Satisfaction and Program Evaluation Committee

John Riesenbergs provided the Committee report. Kathy Sheppherd-Jones had reviewed the history of the agency's consumer satisfaction survey. She reported that the survey currently has an 80% response rate. She also discussed the focus groups. The first one, held in Lexington, was a great success. Consumers felt positively about the peer support atmosphere. Kathy will submit two new questions for the new consumer satisfaction surveys. She hopes to eventually write a paper on the ten-year history of the consumer satisfaction survey. The Consumer Satisfaction and Program Evaluation Committee had no recommendations for the full Council to consider at this time.

Motion was made to accept the Consumer Satisfaction and Program Evaluation report by Dana Haugsted and seconded by Nancy Hunter.
Motion carried unanimously.

Public Awareness, Legislation and Advocacy Committee

Lee Gordon provided the Committee's report on Teresa Winkler's behalf. The committee discussed marketing efforts by local staff, the need for collecting the biographies of members for the newsletter, Council members who miss two consecutive meetings, and next year's Employer Recognition Awards.

1. **The Council should write a letter to OVR staff thanking them for their hard work.**
2. **Council members should submit all biographies for the newsletter to staff by Friday, September 14, 2007.**
3. **Council members that miss two consecutive meeting will be sent a letter will be sent informing them of their absences and asking them if they would like to continue to be on the Council.**
4. **Criteria be established for selecting next year's four regional Employer Recognition Award and all organization or agencies whose job it is to hire individuals with disabilities be excluded from consideration.**

Motion was made to accept the Public Awareness, Advocacy and Legislation Committee's report and its recommendations by Juanita Westerfield and seconded by Ann Holstein. There was some discussion of the motion concerning the Employer Recognition Award. The feeling was the motion was too vague and needed to be discussed further. It was decided to remove this recommendation from the report and discuss the issue further at the next Committee meeting. **The motion covering the remaining applications passed unanimously.**

Old Business

No old business was discussed.

New Business

Meeting Date

December 10, 2007

Lexington

Motion to adjourn made by Nancy Hunter and seconded by Terry Shockley.